



Enaahchtig Healing Lodge and Learning Centre

Has an opening for a full-time position

PLEASE POST

Intake/OCAN Coordinator

Closing date: June 28, 2018
Position: Intake/OCAN Coordinator
Supervisor: Program Manager
Indigenous Community Mental Health Program (ICMH)
Salary Range: 45,800

Summary:

Under the direct supervision of the Mental Health Program Manager, and the overall direction of the EHLLC Executive Director, the Intake/OCAN Coordinator will be responsible for the intake of clients to the ICMH program. This position will provide support to the implementation of the Ontario Common Assessment of Need (OCAN) tool, and provide quality control for data. The Intake/OCAN Coordinator will assist in completing referrals and treatment processes for clients of the ICMH Program.

Areas of Responsibility:

- First point of contact to community requests for intake, assessment and referrals with Enaahchtig basket of services
- Coordinate within the framework of the overall Enaahchtig Intake / Assessment Team
- Ensure communication avenues and linkages are developed to facilitate client access to appropriate services
- Ensure clients are familiar with all policies, protocols, and processes of Enaahchtig and the ICMH Program
- Assist Enaahchtig case managers and Program Manager with accessing treatment options for clients
- Assist in the implementation of the OCAN tool for the ICMH Team
- Initiate and maintain electronic client records (EMH Ware)
- To provide support to the ICMH Team in the management of communication, information, program statistics, and data uploads.
- To conform to ethical standards of practice and to exercise client confidentiality;
- To ensure adequate care for all materials provided for the program

Requirements:

- To possess a post secondary diploma or Bachelor's degree from a recognized university
- Solid understanding of mental health and addictions as they relate to Indigenous people
- Experience working with Indigenous communities
- Knowledge of psychiatric and addictions tools/systems
- Interview and assessment skills
- Knowledge of area mental health service providers and Indigenous service providers an asset
- Ability to multi-task, while maintaining a client-friendly environment
- Computer literate with knowledge of data collection and reporting mechanisms
- To provide a CPIC, valid driver's license

Please send resume, cover letter and three reference names to the attention of:
Nena LaCaille, Executive Director
Enaahchtig Healing Lodge and Learning Centre
4184 Vasey Road - Victoria Harbour, ON LOK 2A0
Tel: (705) 534-3724 Fax:(705) 534-4991 or email to: [jobs@enaahtigem.ca](mailto:jobs@enaahchtig.ca)

Enaahchtig would like to thank all those applicants who respond; however, only those selected for an interview will be contacted.